

Regular Meeting
Monday April 6, 2009
6:00 pm
Chowan County 1767 Courthouse
East King Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, April 6, 2009, at 6:00 pm in the Chowan County 1767 Courthouse, East King Street, Edenton, NC.

Present, Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioner Jimmy Alligood, Commissioner Louis Belfield, Commissioner Kenny Goodwin, Commissioner Ralph Cole and Commissioner Keith Nixon. Staff Present: County Manager Peter Rascoe, Finance Officer Lisa Jones, Human Resources Officer Carrie Byrum and Clerk to the Board Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the group in the pledge he then offered the invocation.

Public Comment

Chairman Eddy Goodwin then opened the floor to public comment in accordance with NCGS 153A-52.1.

Chairman Goodwin stated his appreciation for prayers and cards after the passing of his father, Edward Goodwin.

Mark DeHart then read a statement into the record stating his appreciation of the service provided by Angela Toppin and Harriett DeHart of EMS. He said that both are either working in a lesser capacity or no longer employed by the County and stated his concern that employees with valid concerns will be able to speak up at public meetings. (A copy of the written statement is in the file labeled Chowan County Board of Commissioners meeting April 6, 2009.)

Betty Onufrack spoke stating she represented the Chowan Arts Council and was the president of the Board of Directors. She said the Board has agreed to work with the Commissioners in preparation of the 2009-10 budget. She said that membership drive is not complete and asked for patience from the Board while the Arts Council Board prepares a statement on contributions from Chowan County.

Consent Agenda

Chairman Eddy Goodwin noted the next item was the consent agenda. He asked for any Board questions

a. Budget Amendments

3986 Gen Fund	\$63,612	Increase	Increase contribution from fund 45-QZAB
9841 Gen Fund	\$63,612	Increase	Increase contribution to various capital project funds to close out – Capital Project Funds – Hurricane Isabel \$102, Albemarle Mental Health Addition \$5263, General Fund Projects \$560, NC Clean Water Grant – Edenton Bay Restoration Agriculture Building
Capital Mgmt. Trust	\$36,992,		
Addition	\$20,695		
3990 QZAB	\$57,482	Increase	Increase fund balance appropriated
5913 QZAB	\$57,482	Increase	Increase contribution to General Fund to close out Capital Project Fund
3990 Arch.Surv.	\$6,130	Increase	Increase Fund balance appropriated
6167 Arch.Sirv.	\$6,130	Increase	Increase contribution to General Fund to close out Capital Project
3990 Fire	\$180,000	Increase	Increase fund balance appropriated
4341 Fire	\$180,000	Increase	Increase contribution to Health Care Reserve I for loan repayment from “Hospital Money”
per			audit
3839 EMS	\$6,325	Increase	Increase misc. revenue for insurance proceeds For accident
4370 EMS	\$6325	Increase	Increase maint and repair of vehicle
5333 DSS	\$15,000	Decrease	Reduction in Smart Start Daycare Funding
3531 DSS	\$15,000	Decrease	Reduction in Smart Start Daycare Funding
5345 DSS	\$80,000	Decrease	Reduction in Funding
3531 DSS	\$80,000	Decrease	Reduction in Funding
3612 Rec. specific	\$1,000	Increase	Recreation donation with stipulation of use
6130 Rec. aluminum	\$1,000	Increase	Capital outlay equipment to purchase players benches for soccer field

3612 Rec.	\$2,000	Increase	Recreation donation
6130 Rec.	\$2,000	Increase	Uniform expense for summer baseball and spring soccer
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3431 Sheriff	\$88,000	Decrease	Decreased loan proceeds
4310 Sheriff	\$88,000	Decrease	Decrease capital outlay – vehicles purchase postponed
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3437 EMS	\$120,000	Decrease	Decreased loan proceeds
4370 EMS	\$120,000	Decrease	Decrease capital outlay – ambulance Purchase postponed

b. Tax Release

Cap. Rest & W	\$144.62	SITUS Wake County
Possiel, J.	\$107.26	Vehicle Sold

c. Minutes of the March 2, 2009 Board of Commissioners meeting, March 23, 2009

Joint meeting with DSS and Special Finance Committee Meetings.

d. Resolution for amending Charter to remove Camden County from the Albemarle Regional Solid Waste Authority.

**e. Capital Project Ordinance Amendment
Albemarle MH/DD/DAD Addition**

Mental Health Building Addition - The original Capital Project Ordinance for this project was \$750,000 which included architect fees and contractor fees to be paid by a contribution from Albemarle Mental Health. This proposed amendment to the original project ordinance amends the scope of the project to include only the incurred architect fees, since after cost estimates were received the project was deemed not necessary. The proposed amendment to the original project ordinance includes a General Fund contribution (from the indicated from Department budget line 9841 above) to cover the project's incurred architect fee costs.

f. Capital Project Ordinance Amendment

NC Clean Water Mgmt. Trust Grant – Edenton Bay Restoration

CWMTF Grant - The original Capital Project Ordinance for this project was \$3,285,810 which included legal, survey and appraisal fees as well as costs associated with land acquisition and contractor costs to be paid by a CWMTF Grant. This proposed amendment to the original project ordinance includes a General Fund contribution (from the indicated Department budget line 9841 above) to cover incurred costs of the project that were not covered by the grant.

g. Capital Project Ordinance Amendment

Agriculture Center Addition

Ag Center Addition - The original Capital Project Ordinance was \$559,748 which included architect fees and contractor fees to be paid by loan proceeds. The proposed amendment to the project ordinance amends the scope of the project to include only the incurred architect fees, since after cost estimates were received the project was deemed not feasible by the potential lessee. This proposed amendment to the original project ordinance includes a General Fund contribution (from the indicated Department Budget line 9841 above) to cover the project's incurred architect fee costs.

Commissioner Kenny Goodwin asked the County Manager to detail the budget amendments.

Mr. Rascoe, County Manager noted that the first three items are balancing old capital project funds that existed on the books for years. He said that the 4th item was flagged by the LGC and it pays back a direct loan. He noted that items 5-11 are routine budget amendments.

Commissioner Alligood moved that the Board approve the consent agenda item 3(a).

Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

Commissioner Alligood moved that the Board approve item 3 (b).

Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

Chairman Eddy Goodwin noted that item 3 (c) will be delayed for approval.

Mr. Rascoe noted that item 3 (d) removes Camden County from the Solid Waste Management Authority and revises the original resolution establishing the Authority. (A copy of the revised resolution is in the meeting file labeled April 6, 2009.)

Commissioner Belfield moved that the Board approve item 3 (d).

Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

Chairman Goodwin noted Mr. Rascoe's statement that the following three (3) Capital Project Ordinances only close out the books and are not spending any money. Mr. Rascoe stated that was correct.

Commissioner Kenny Goodwin moved that the items 3 (e-g) be approved.

Chairman Eddy Goodwin asked for all in favor, the motion carried unanimously (7-0).

ALBEMARLE MH/DD/SAS ADDITION
AMENDED CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Governing Board of Chowan County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of an addition to Albemarle Mental Health/DD/SAS Center to be financed from a contribution from the General Fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

39-5200-192	Professional Services	\$ 5,263.00
	Total	<u>\$ 5,263.00</u>

Section 4. The following revenues are anticipated to be available to complete this project:

39-3520-840	Contribution from General Fund	\$ 5,263.00
	Total	<u>\$ 5,263.00</u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all agreements and regulations.


Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 16th day of April, 2009



Authorized Signature

**N C CLEAN WATER MANAGEMENT TRUST GRANT-
EDENTON BAY RESTORATION**

AMENDED CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Governing Board of Chowan County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is for the preservation and restoration of natural areas in and surrounding the Edenton Bay water shed, ultimately restoring the herring fishery.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

48-4960-192	Legal Fees	\$ 12,000.00
48-4960-193	Appraisal Fees	15,000.00
48-4960-194	Survey Fees	10,000.00
48-4960-570	Hog Farm Site Acquisition	750,000.00
48-4960-571	Hog Farm Remediation	225,000.00
48-4960-572	Hog Farm Reforestation	24,570.00
48-4960-573	Welding Site Acquisition	250,000.00
48-4960-574	Welding Building Removal	100,000.00
48-4960-575	Welding Reforestation	700.00
48-4960-576	Town of Edenton Landfill Assessment	50,000.00
48-4960-577	Town of Edenton Landfill Fertilizer Site Assessment	25,000.00
48-4960-578	Stormwater Remediation Acquisition	466,000.00
48-4960-579	Stormwater Remediation Water Flow Study	25,000.00
48-4960-580	Stormwater Remediation Restoration	4,590.00
48-4960-581	Reedy Point Swamp Fee & Easement Acquisitions	1,216,500.00
48-4960-582	Albania Farms Site Easement Acquisition	90,000.00
48-4960-583	Small Farm Site Easement Acquisition	18,750.00
48-4960-584	Town of Edenton Buffer Reforestations	<u>2,700.00</u>
		<u><u>\$3,285,810.00</u></u>

Section 4. The following revenues are anticipated to be available to complete this project:

48-3839-890	NC Clean Water Management Trust Grant	\$3,248,818.00
48-3612-011	Contribution from General Fund	<u>36,992.00</u>
		<u><u>\$3,285,810.00</u></u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all agreements and regulations.


Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 6th day of April, 2009


Authorized Signature

**AGRICULTURE CENTER ADDITION
AMENDED CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of Chowan County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of an addition to Agriculture Center to be financed from a contribution from the General Fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

46-4900-199	Professional Services - Architect	\$ 39,700.00
		<u>\$ 39,700.00</u>

Section 4. The following revenues are anticipated to be available to complete this project:

46-3490-011	Contribution from General Fund	<u>\$ 39,700.00</u>
		<u>\$ 39,700.00</u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all agreements and regulations.

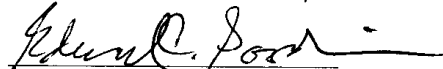
Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 6th day of April, 2009


Authorized Signature

Board Appointment

Chairman Eddy Goodwin noted that the Northeastern Region Workforce Development Consortium has requested that the Board of Commissioners appoint a replacement member from Chowan County. He stated that he would appoint a Commissioner in the coming weeks.

External Board/Committee Reports

Chairman Eddy Goodwin said noted that the Board members are asked to report on the activities of the external boards to which they have been appointed.

Commissioner Keith Nixon distributed an annual report from the Economic Developer Richard Bunch and the monthly activity report for March. He asked the Board to take the reports home and review them.

Chairman Eddy Goodwin asked Mr. Bunch if he wanted to comment on the report.

Mr. Bunch said no, and thanked the Board for receiving the report.

Commissioner Belfield noted the Council on Aging met and reported on the number of students, COA Board is developing a long range plan and Albemarle Regional Health Services Board budget and cash balances are in good shape.

Commissioner Cole said that the Mental Health Board will be participating in an ethics training.

Commissioner Kenny Goodwin said that the Citizens Advisory Group met, no suggestions or decisions were made at the meeting and the group will be meeting again soon.

Water Department Annual Report

Water Technician, Sidney Wilkins provided the Board with the Water Department's annual report in the absence of Ray Goodwin. (A copy of the PowerPoint Presentation will be in the meeting file of the Chowan County Board of Commissioners labeled April 6, 2009.)

Chairman Eddy Goodwin asked if there has been an increase of customers.

Mr. Wilkins said that there has been an increase in new water taps.

Chairman Goodwin asked how many persons are not on the water system in Chowan County.

Mr. Wilkins said approximately 200 households.

Commissioner Belfield asked about state checks of the holding pond.

Mr. Wilkins said it is inspected regularly by the State.

Commissioner Winborne asked if all wells are operational.

Mr. Wilkins said that only four wells are currently in operation, as there is no need for the other three at this time.

Internal Committee Reports

Chairman Goodwin noted that there have been no committee meetings since Special Board meeting on March 23, 2009.

Finance Report

Finance Officer Lisa Jones provided the financial reports for the month of February. (A copy of the presentation is in the file labeled April 6, 2009 Chowan County Board of Commissioners Meeting). She noted cash balance of \$89,521 as of February 28, 2009 an investment balance of \$3,763,413. She highlighted the departmental budget for the Water Department in her report also.

Ms. Jones also presented a recommendation for the FY 2009-10 Auditor. She noted that two firms submitted proposals after 42 RFP were sent out. Martin Starnes & Associates proposed \$48,000 and Pittard, Perry & Crone Inc proposed \$41,000. Ms. Jones stated that her recommendation was Martin Starnes & Associates based on the fact that 95% of their practice is dedicated to NC local governments, they have 27 local government clients, also they have a 100% client renewal rate since 1992, with excellent references, year round availability and willing to educate Commissioners, County Manager and Finance Officer on budget planning. She added that there would be a web portal where she could exchange information with the auditor electronically.

Commissioner Goodwin asked why not recommend the less expensive proposal.

Ms. Jones stated that the other firm performs mostly income tax services and book-keeping services. Ms. Jones said that currently Chowan County paid J.P. Timberlake \$48,000 and the other firm only serves one county government.

Commissioner Belfield moved to accept the proposal from Martin Starnes and Associates.

Chairman Eddy Goodwin called for public comment.

Bob Clarke said he felt the County would get what they paid for and he said he recommended Martin Starnes and Associates.

Commissioner Winborne asked for clarification that no additional charges could be incurred.

Ms. Jones said that the fees would not exceed the contract price adding the firm would have to pay damages if their report was not prepared by October 31st.

Chairman Eddy Goodwin asked if the firm would make personal appearance.

Ms. Jones said yes, they have indicated they were dedicated to training and educating the Board as requested.

Commissioner Winborne asked how the firm expects payment.

Ms. Jones said the firm will have interim billing and it has to be approved by the State Auditor.

Being no further discussion, Chairman Eddy Goodwin asked for all in favor, the motion carried (6-1 Kenny Goodwin)

Tax Collector Report

Acting Tax Administrator Peter Rascoe then presented the Tax Collector's Report. A copy of the report is in the Chowan County Board of Commissioners meeting file labeled April 6, 2009.

Manager's Report

Mr. Rascoe presented the Board with a copy of the final audit as accepted by the Local Government Commission. He noted that Mr. Timberlake will be available to answer any questions on behalf of the Board. He added that the audit will be available for public inspection on the Chowan County Website. Mr. Rascoe stated that the Department of Revenue has accepted the new discount schedule for early payment of taxes, and the Town of Edenton has also implemented the schedule. He said that the new bills would reflect the discount if taxes are paid early. He stated that he is in the process of closing on the Community Center property and hopes to have more information by the next meeting on the sale of the Indian Trail property. Mr. Rascoe said the surplus auction will be held on April 15, 2009 at 2:00pm. He noted a special meeting scheduled for April 21st to meet as the full Board Finance Committee. He said more information will follow on the meeting time and location. He said that he is currently interviewing candidates for the IT Director position and hopes to fill the vacancy by May 1st. He said that he will be meeting with the VA Clinic site selection committee in the upcoming weeks. He said another packet was delivered from a private person in Edenton. Mr. Rascoe noted that he will be meeting with Congressman Butterfield on Tuesday. Finally he noted that no response or information has been released from the investigation being handled by the State Auditor's office.

Being no further business before the Board, the meeting was adjourned.

Eddy Goodwin
Chairman

L. Susanne Stallings
Clerk to the Board

(SEAL)

